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CONFIDENTIAL

22 April 1987

MEMORANDUM FOR: Director of Information Technology

25X1   FROM:

Director of Information Resources

SUBJECT: DI ADP Requirements

1. The attached document describes the DI's functional requirements for a new workstation and related systems. I consider this to be an important document because it is the first product of its kind from the DI ADP Advisory Group. It reflects the fully coordinated efforts of the Directorate. Representatives from each of the eleven offices and three staffs worked long and hard to assess the functional needs within all DI components. Each component is committed to the agreed upon assigned ratings.

2. The DI ADP Advisory Board's intent was to define requirements for the next generation of workstations. Early in the process, however, we concluded that workstation requirements could not be divorced from the computing and communications environment. Accordingly, we have assessed broad ADP functional requirements with the intent of working with OIT towards allocating the implementation of our functional requirements to the workstation and other appropriate development efforts. This gives the DI and OIT the benefit of understanding the broad DI computing environment and provides us the mechanism by which we can work together to meet the DI's overall ADP objectives.

3. This process is continuing with the formation of other task forces to define additional specific ADP needs within the DI. Examples are the Text Handling and Desk-Top Publishing Task Forces. These other task forces will produce requirement documents using the same format and coordination process. We intend to use such efforts to build a complete set of the DI's ADP and communications requirements. OIR and OIT working together to fulfill these requirements will demonstrate to DI customers that these efforts are worthwhile in achieving productive results.

4. We look forward to participating in the workstation evaluation and selection process and in any way to make this effort successful. Your support is appreciated. Points of contact in OIR for the attached requirements

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Attachment:
    As Stated

CL BY Signer